

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF NEW YORK**

ANNOUNCEMENT NUMBER: 07-DCSYR-02

APPLICATION PROCESS: Opening Date: 11/09/2006 Closing Date: 12/01/2006

POSITION TITLE: Financial Assistant

LOCATION OF POSITION: Syracuse, New York

SALARY RANGE: \$31,113 - \$42,955 (Classification Level 24 - 25)

This position is located in the Clerk's Office of the District Court and reports to the Financial Supervisor. The incumbent provides support to the financial operations of the Clerk's Office and maintains required accounting records. In addition, the incumbent specializes in handling travel vouchers and related issues and conducts training on the preparation of travel vouchers and on compliance with the travel provisions of the Guide to Judiciary Policies and Procedures.

QUALIFICATIONS:

Must have two years of progressively responsible clerical or administrative experience that provided a knowledge of the rules, regulations, terminology, etc. in the area of financial administration and/or accounting, that involved the routine use of keyboard skills and a demonstrated ability to apply a body of rules, regulations, directives, or laws. HS Diploma required, Associate's degree or higher is preferred. Should have strong verbal and written communication skills, and the ability to analyze work processes. Must be computer literate, with experience with spreadsheets, and knowledge of Windows and WordPerfect preferred. Federal judiciary experience is a plus.

DUTIES AND RESPONSIBILITIES:

1. Receives, reviews, edits and processes travel and travel advance requests for all Chambers and Clerk's Office staff. Checks figures, postings and documents for correct entry, mathematical accuracy and proper codes. Communicates with individuals, respond to questions, problems or insufficiencies with voucher submissions and status of travel vouchers. Responsible for creating all travel authorizations using the Financial Accounting System.
2. Plans, coordinates and conducts training sessions for all court staff on the preparation of travel vouchers and compliance with the Guide to Judiciary Policies and Procedures. Confers with judges and employees regarding compliance with and interpretation of the travel regulations contained in the Guide. Consults with the Administrative Office (AO) regarding compliance with the interpretation of the travel regulations and requests AO guidance verbally or in writing as needed.
3. Responsible for setting up all victim restitution accounts for the District. Writes all receipts for restitution and other payments received through the mail in Syracuse. Work with outside agencies, including the U.S. Attorney and Probation Offices regarding restitution issues.
4. Prepares all deposits for Syracuse and handles paperwork for all Binghamton deposits.

5. Prepares orders for Pro Bono payments. Provides back up for Pro Bono disbursements and deposits.
6. Reviews Government Citi card and travel reports for compliance of usage and accuracy of bills.
7. Provides back up for creating payment authorizations using the Financial Accounting System.
8. Provides financial and other administrative assistance as directed.

BENEFITS:

- A minimum of 10 paid holidays per year
- Paid vacation leave in the amount of 13 days per year for the first three years, 20 days per year after three years, and 26 days per year after fifteen years.
- Paid sick leave in the amount of 13 days per year.
- Retirement benefits
- Optional participation in the Thrift Savings Plan (401K)
- Optional participation in the Federal Employees' Health Benefits
- Optional participation in the Federal Employees' Group Life Insurance
- Optional participation in the Federal Dental and Vision Plans
- Optional participation in the Flexible Spending Program
- Optional participation in the Commuter Benefit Program
- Optional participation in the Long-Term Care Insurance
- Optional participation in private Long-Term Disability Plan
- Credit for prior government service

CONDITIONS OF EMPLOYMENT:

Applicants must be United States citizens or eligible to work in the United States. In accordance with the Guide to Judiciary Policies and Procedures, Volume 1, Chapter 10, Subchapter 1700.1, Background Checks and Investigations, the individual being selected for this position will be required to submit to a background clearance which includes fingerprinting. All appointments are provisional upon a favorable suitability determination. Employees are required to adhere to the Code of Conduct for Judicial Employees, which is available to applicants upon request. Employees of the United States District Court are **Excepted Service Appointments**. Excepted Appointments are "at will" and can be terminated with or without cause by the Court.

APPLICATION PROCESS:

To be considered for this position, please **submit a cover letter and resume** to U.S. District Court, Attn: Human Resources, P.O. Box 7367, Syracuse, New York 13261. **Applications must be received by the close of business on Friday, December 1, 2006.** Interviews will be conducted by the Financial Team, with final interview with the Clerk of Court. Candidates' knowledge, skills and abilities as demonstrated by their past and current job performance will be considered. This Court is an **Equal Opportunity Employer**.